



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3D CORPS SUPPORT COMMAND
UNIT 29620
APO AE 09096

AETV-SCP-IG (20-1)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 3d Corps Support Command (COSCOM) Policy Memorandum #2, Right of Military and Civilian Personnel to Present Complaints

1. PURPOSE. To establish policy and procedures for all military and civilian personnel assigned to the 3D COSCOM to present complaints to or requests from any Inspector General.
2. APPLICABILITY. Headquarters, 3D COSCOM and all subordinate units.
3. BACKGROUND. It is the right of military personnel, as members of the Department of the Army, to present to the military authorities, their individual complaints, grievances, or requests for assistance of any nature. You do not have to present your concerns to your chain of command before visiting the Inspector General; however, you must obtain permission to be absent from your duties if you wish to see the Inspector General during your duty hours. You do not have to tell anyone why you want to speak with an IG. Department of the Army personnel are prohibited from taking any actions that restrict you from filing a complaint, seeking assistance or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for going to the Inspector General.
4. POLICY. Personnel should consider the following before presenting a complaint to the Inspector General.
 - a. Allow the chain of command a chance to solve the problem. Many problems can be resolved quickly and more efficiently if the command is allowed to address the problem first.
 - b. Present the facts. IG's can only resolve a case on a basis of fact. A claim that someone has violated the rules does not make it a fact. A claim must be supported by evidence.
 - c. Complaints pertaining to hazardous work conditions (unsafe or unhealthy) should be reported to the 3D COSCOM Safety Office, as prescribed in AR 385-10.

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d. If you believe the 3d COSCOM Inspector General's response is not fair, complete or in accordance with law and regulation, or if you believe your interests may be jeopardized by visiting the 3d COSCOM Inspector General, you may present your complaint to the V Corps Inspector General, ATTN: AETY-IG, APO AE 09079-0700. Their telephone in Germany is 370-5065/5068; telephone in Iraq DNV T (302) 558-2014.

5. POINTS OF CONTACT.

a. IG complaints may be registered with the Inspector General by the following means:

WRITTEN: 3D COSCOM IG, CMR 467, Box
5054, APO AE 09096

VOICE: DSN 337-5803 or CIV 0611-705-5803 DSN (302) 558-1916

Hot Line: (24 Hours) DSN 337-5555 or CIV 0611-705-5555 Call Central Region Hotline

FAX: DSN 337-6202 or CIV 0611-705-6202 FAX Central Region

E-MAIL: igoic@3coscom.wiesbaden.army.mil Robert.Ley@3coscom.wiesbaden.army.mil

OFFICE HOURS Mon-Wed, Fri 0900-1700 and Thurs
1300-1500
Bldg 1007, Room 324 W, Wiesbaden
Army Airfield

6. SUPERSESSION. This policy supersedes the previous Right of Military and Civilian Personnel to Present Complaints Policy Memorandum #2.

7. EXPIRATION. This policy memorandum expires 15 September 2005.

8. "Sustaining the Line!"

REBECCA S. HALSTEAD
Brigadier General, USA
Commanding

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